



October 2013

## Office of Direct-Entry Midwifery Registration

John W. Hickenlooper
Governor
Barbara J. Kelley
Executive
Director
Chris Gassen
Program
Director

# DID YOU KNOW THE LAW REQUIRES YOU TO HAVE A HEALTHCARE PROFESSIONAL PROFILE?

All direct-entry midwives are required to disclose specific information for public review through the Healthcare Professions Profiling Program. A direct-entry midwife CANNOT be renewed in Active or Retired status unless the registered professional complies with the profile requirements. To review the statute, rules, and policies regarding the Healthcare Professions Profiling Program, please visit their web site at <a href="https://www.dora.colorado.gov/professsions/hppp">www.dora.colorado.gov/professsions/hppp</a>. If you have questions specific to the profiling requirements, please contact their office at

### **CONTACT INFORMATION**

DORA launched our new website! You will see many changes to the Division of Professions and Occupations web pages. Bookmark these new url's:

Division's Homepage: <a href="www.dora.colorado.gov/professions">www.dora.colorado.gov/professions</a>
Renewals: <a href="www.dora.colorado.gov/professions/onlineservices">www.dora.colorado.gov/professions/onlineservices</a>
Online Services: <a href="www.dora.colorado.gov/professions/onlineservices">www.dora.colorado.gov/professions/onlineservices</a>

### **Board Home Page:**

www.dora.colorado.gov/professions/direct-entrymidwives

Healthcare Professions Profiling Program: www.dora.colorado.gov/professions/hppp

RENEWAL INSTRUCTIONS

For detailed renewal instructions, click on your profession at www.dora.colorado.gov/professions/renewal.

### Contact us:

### Office of Direct-Entry Midwifery Registration

1560 Broadway, Suite 1350 Denver, Colorado 80202 Tel: 303.894.7800

### Website:

www.dora.colorado.gov/professions/direct-entrymidwives

# Renewal 19-3 How are Renewal 3

Fees Set?



### **SIGN UP FOR E-UPDATES!**

The Division wants to keep you informed of upcoming renewal, legislation, events and other information that impacts your profession. In order to do this more efficiently we have implemented "DORA eUpdates" and we look forward to providing more of these in the future. These eUpdates are sent to the email address in our licensing system for each active registrant. To update or add your email address, log into Online Services.



This newsletter was created by the Division of Professions and Occupations to improve communications between the Division and its registrants and licensees

# PROOF OF LAWFUL PRESENCE

All persons requesting original licensure or registration, renewal of an active license or registration or reinstatement of an expired license or registration must verify lawful presence in the United States based on the passage of House Bill 06S-1009. This bill applies to all applicants and licensees in the Division of Professions and Occupations, with the exception of apprentices, interns, and businesses.

Licenses and registrations will not be issued or renewed without completing the Affidavit of Eligibility form.

The good news is that you can complete this affidavit online when you renew using Online Services!

You must possess at least one secure and verifiable document and include information about that document on the Affidavit itself (or provide the information during online renewal).

More information regarding this law is available on our website <u>here.</u>

### RENEW YOUR LICENSE OR REGISTRATION ON TIME

You may renew your license or registration online using Online Services. Renewals are generally made available approximately 6 weeks prior to the license expiration date. After that there is a 60 day grace period. That means you typically have a time frame of about 3 months to renew your license.

Any license or registration not renewed prior to the end of the grace period will be considered expired. Once a license or registration is in expired status, a reinstatement application must be completed and returned to our office with the appropriate fee listed on the form.

If you do not renew your license or registration prior to the end of the grace period and continue to practice, you will be practicing on an expired license or registration and may be subject to disciplinary action. The Division sees a number of situations every year of individuals who have failed to renew their license on time and practiced without one. The reasons that are offered boil down to some common themes: I forgot; I moved and I forgot to notify the Office so I never got the renewal notice; I thought that my assistant/secretary/spouse/boyfriend, et cetera, handled it; it's the Office's fault because I did renew my license...or I thought I renewed my license. The result is that depending on how long it takes for the individual to "remember" to renew, the Division often takes disciplinary action against the individual because it is against the law to practice without an active license or registration. So, here's where we need your help:

- 1. Note the expiration date in your calendar to remind yourself of when it is time to renew your license or registration the next time.
- 2. Make sure that the address listed on your record is accurate. If it is not, then update your address with the Division. Remember to update your address any time that you move so that you do not miss out on any important notices from the

Remember, it is each licensee's or registrant's responsibility to renew on time. With our online system, you can handle all of this yourself, any time, day or night. When you complete the renewal process, check your account for a new expiration date in the "Current Information" tab of your Online Services account. If your dates did not update, return to the "Cart" in the upper right hand corner of your account to complete payment.

### **HOW ARE RENEWAL FEES SET?**

By law, the program must operate strictly with funds collected from the persons it regulates, with no support from the State's General Fund. The Colorado Legislature determines the budget for the program. Once the Legislature sets the budget, the money must be raised through fees. These fees are evaluated each year. Therefore, they are modified depending on how much money is anticipated to be received through the licensing and renewal processes and what the anticipated expenditures are expected to be. The primary obligation is to protect consumers and the operations of the program are focused to ensure it can work diligently to do so. The Division of Professions and Occupations works hard to contain program costs and to keep fees for regulated professionals as low as possible.



### VIEW DISCIPLINARY ACTIONS ONLINE

The Division of Professions and Occupations allows anyone to view images of scanned disciplinary documents online. In reviewing an individual's information, it is important to know what is and is not available from the agency about Colorado professionals.

The following information would appear on a record under Board or Program Actions if applicable to the professional:

- 1. If a professional had been disciplined or formally accused of wrongdoing by the Board or Program.
- 2. If the Board or Program has taken some other non-disciplinary action against the professional that restricts or limits the individual's practice.

### **Board/Program Action Documents available:**

- All Stipulations, Final Agency Orders, and Suspensions that were in effect in February 2000 plus any that became effective since that date. Child support suspensions are not available online but may be obtained by contacting the appropriate Board or Program.
- Any document Revoking or agreeing to a Voluntary Relinquishment/Surrender of a license, registration or certificate, Cease and Desist Orders and Letters of Admonition from January 1, 1999 to the present.
- All Injunctions.

To view disciplinary action documents, please visit www.dora.colorado.gov/professions
Click on "Licensing" and then "Disciplinary Actions" or click here